

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF CALIFORNIA

**FILED**

NOV 22 2002

CLERK, U.S. DISTRICT COURT  
SOUTHERN DISTRICT OF CALIFORNIA  
BY DEPUTY

In the matter of )

ADOPTING A POLICY ON PRIVACY )  
AND PUBLIC ACCESS TO )  
ELECTRONIC CASE FILES )

GENERAL ORDER NO. 514-A

This matter comes before the Court because the Judicial Conference of the United States has adopted a national policy on privacy and public access to electronic case files. The policy was adopted to protect personal privacy of litigants appearing in the United States Courts. The policy places the responsibility on counsel, the parties, or any other person preparing or filing a document to not include, or to redact, personal information from the document. The policy indicates that the Clerk will not review each pleading for compliance with this policy. Inclusion of personal information, as set forth below, by counsel or parties may subject them to the disciplinary power of the court. Accordingly, IT IS HEREBY ORDERED:

1. Counsel or parties in both criminal and civil cases (except as necessary in criminal indictments) shall not include or shall redact the following personal information from all filings (including exhibits) filed with the District Court unless otherwise ordered by the court, or excluded from public access in § 2 and § 3:

- a. Social Security numbers. If an individual's Social Security number must be included in a pleading, only the last four digits of that number should be used.
- b. Names of Minor Children. If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- c. Dates of Birth. If an individual's date of birth must be included in a pleading, only the year should be used.
- d. Financial Account Numbers. If financial account numbers are relevant, only the last four digits of these numbers should be used.

e. In criminal cases, the home address of any individual (e.g. victims).

2. Social Security cases shall be excluded from electronic public access except for access by judiciary employees, the United States Attorney or its representatives and the litigants in those cases. For these persons, access to these cases through the Internet will be allowed only through a login and password system.

3. Without a court order, the court shall not provide public electronic access to the following documents:

a. Sealed documents.

b. Unexecuted warrants of any kind.

c. Pretrial bail reports and bond supporting documents. Only the conditions of release will be scanned.

d. Pre-Sentence reports and all sentencing materials including the statement of reasons related to the judgment of conviction. Only the judgment of conviction will be scanned.

e. Juvenile records.

f. Magistrate information sheets and financial affidavits submitted by an accused.

g. Pleadings and reports related to the competency or mental health of a defendant.

h. All abstracts of judgment so captioned in the document.

i. Applications for a writ of garnishment, a writ of garnishment, and a Clerk's notice of garnishment that are so captioned in the document.

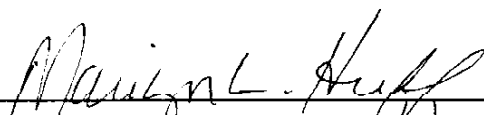
j. Applications for a writ of execution, a writ of execution, and a Clerk's notice of execution that are so captioned in the document.

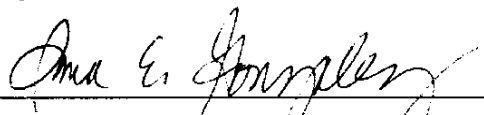
k. Civil settlement documents that contain information in section one above. It shall be the attorney's obligation to obtain an order sealing such documents.

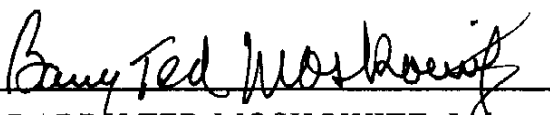
l. Any other documents the court concludes there is good cause to exclude from electronic access.

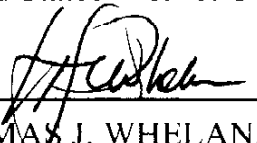
To allow for dissemination of this amended policy, its effective date will be December 11, 2002.

DATED: November 22, 2002

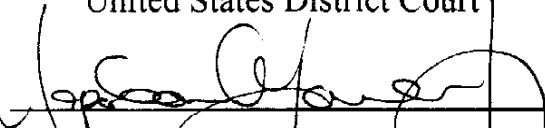
  
MARILYN L. HUFF, Chief Judge  
United States District Court

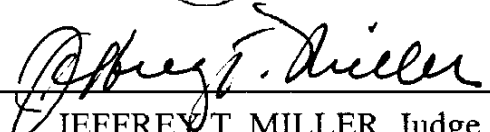
  
IRMA E. GONZALEZ, Judge  
United States District Court


  
BARRY TED MOSKOWITZ, Judge  
United States District Court

  
THOMAS J. WHELAN, Judge  
United States District Court

  
JUDITH N. KEEP, Judge  
United States District Court

  
NAPOLEON A. JONES, JR., Judge  
United States District Court

  
JEFFREY T. MILLER, Judge  
United States District Court

  
M. JAMES LORENZ, Judge  
United States District Court